



**Public Affairs Office
101st Airborne Division (Air Assault)
Fort Campbell, Kentucky
(270) 798-3025**



REQUEST FOR MILITARY HELICOPTER FLYOVER SUPPORT

NOTE: PLEASE ALLOW SIX WEEKS PRIOR TO THE DATE OF EVENT FOR PROCESSING

Please provide the information below in a timely, accurate, and complete manner. The Fort Campbell Staff Judge Advocate's (SJA) Office carefully reviews each written request for Fort Campbell military support to make sure each request is legally sufficient to support. The information below provides our military attorneys with the information required to review your request. Hopefully, our office will be able to assist you with your special event, but please remember that Fort Campbell and 101st Airborne's mission and training requirements always take precedence over providing military support to local community relations events. In addition, Fort Campbell rarely cancels our participation once we agree to provide the band support you requested, however, cancellations do occur. **NOTE: The Department of the Army's Office of the Chief of Public Affairs (OCPA) issued a November 2, 2010 directive prohibiting the use of U.S. Army helicopters for flyover use until further notice. This includes helicopter flyovers at military funerals, special military holiday helicopter flyovers, and helicopter flyovers at civilian community relations events. Therefore, Fort Campbell cannot support requests for helicopter flyovers at civilian community relations events until OCPA rescinds its directive.**

SECTION A: GENERAL INFORMATION

(NOTE: Each question 1-10 below must be answered to properly evaluate your military support request for compliance with current military regulations).

1. Title of Event: _____
 - a. Town or City: _____
 - b. Date of Event: MM/DD/YYYY
 - c. Time (from) _____ (to) _____
 - d. Place: (airport, convention hall, street address, etc.): _____
 - e. Event website: _____
 - f. Theme of the event: _____
 - g. Expected attendance: _____
2. Have other armed forces units been requested to support your event?
 - a. No ☐ If yes, please explain: _____
3. Sponsoring Organization is: (Check One): Governmental ☐ Fraternal ☐ Educational ☐ Civic ☐
Other (Specify) ☐
4. Does this event have the backing of the local government?
 - a. No ☐ If yes, please explain: _____



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5. Does the sponsoring organization exclude any person from its membership, or practice any form of discrimination in its functions, based on race, creed, color, or national origin? No ☐ (If yes, please explain): _____

SECTION A: GENERAL INFORMATION (Continued)

6. Sponsor's representative authorized to complete arrangements for Armed Forces participation (Your primary event point of contact):
- a. Name: _____
 - b. Mailing Address: _____
 - c. City: _____ State: _____ Zip: _____
 - d. Email Address: _____
 - e. Phone: Numbers: (Office) _____ (Cell/Home) _____
7. Is the event being used to promote funds for any purpose? Yes ☐ No ☐ If yes, what will the funds be used for? _____
8. What is the admission cost, if any? _____
9. Will admission, seating and all other accommodations and facilities connected with the event be available to all persons without regard to race, creed, color, or national origin?
Yes ☐ No ☐ If no, please explain. _____
10. Funding for military costs:
- a. Does the sponsor agree to fund the standard military services allowance for meals, quarters, and incidental expenses for Armed Forces participants?
 - i. Yes ☐ No ☐ Please explain. _____
 - b. Does the sponsor agree to fund transportation, meals, and hotel accommodations to visit the site prior to the event?
 - i. Yes ☐ No ☐ Please explain. _____
 - c. Does the sponsor agree to fund transportation costs from home station to the event and return for Armed Forces participants?
 - i. Yes ☐ No ☐ Please explain. _____
 - d. Does the sponsor agree to fund transportation costs for the Armed Forces participants between the site of the event and the hotel?
 - i. Yes ☐ No ☐ Please explain. _____



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- e. Does the sponsor agree to provide telephone facilities for the necessary official communications at the event site?
- i. Yes ☐ No ☐ Please explain. _____

SECTION B: APPLICATION PROCESS

1. Fort Campbell cannot provide helicopter flyover support for off post events until the event has been deemed eligible for military support by the Pentagon's Office of the Chief of Public Affairs (OCPA). This process requires the event sponsor to complete a DD Form 2535 "Request for Military Aerial Support". To complete this process, follow the steps below.
- a. Go to <http://www4.army.mil/ocpa/community/resources/aerial.php>
- b. Complete the form and mail it to the address (under Army) listed on Page 4 of the form or fax it to (703) 695-6253 or (703) 614-3354. Please also fax a copy of the completed DD Form 2535 to the Fort Campbell Public Affairs Office, Attn: Denise Shelton, at (270) 798-6247. Coordination with your local FAA Office is required to complete the form.

SECTION B: APPLICATION PROCESS (Continued)

- c. Once the completed DD Form 2535 is received by OCPA, it will be reviewed to determine if your event meets the eligibility criteria established in Army Regulation 360-1, The Army Public Affairs Program.
- d. After the review is completed, the Office of the Chief of Public Affairs (OCPA) will send you a letter stating your event is eligible for military support. This letter will advise you to contact local a military installation to request support for your event, eligibility letter does not guarantee you military support and the letter will include this disclaimer. If OCPA deems your event eligible for military support, please fax a copy of this eligibility letter to Mr. Minton (information in b. above).
- e. After sending you an eligibility letter, OCPA will post your event on the approved OCPA events calendar at <http://www4.army.mil/ocpa/community/resources/aerial.php>
- f. Fort Campbell cannot provide the helicopter support until your event is determined to be eligible for military support and listed on the OCPA calendar.....no exceptions
- g. If your event is not listed on the OCPA calendar of approved events within 48-hours of the event date, Fort Campbell will cancel our participation even if we have agreed to support your event.



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SECTION C: ADMINISTRATIVE INFORMATION

1. Please explain what steps you have taken to promote (advertise your event: _____)
2. Please indicate below which type helicopter you are requesting (check one).

☐ UH-60 Black Hawk ☐ OH-58 Kiowa ☐ UH-60 Medivac
☐ CH-47 Chinook ☐ AH-64 Apache
3. Please initial next to the following to indicate that you understand the administrative requirements outlined.
 - a. **INITIALS** I (event sponsor or designated representative) agree to meet the following administrative requirements for the helicopter static display.
 1. I will provide the pilot with the name, address and telephone number of the medical personnel (emergency medical services organization) or physician providing support at the event site (NOTE: Medical personnel must be at the event site 30 minutes prior to each helicopter landing and taking off.
 2. I will provide the pilot with the name, address and telephone number of the fire department providing support at the event site. (NOTE: Fire department personnel must be at the event site 30 minutes prior to each helicopter landing and taking off.
 3. I will provide the pilot with the name, address and phone number of personnel providing crowd control. (Note: Can be a law enforcement or security agency or the event staff).
 4. Prior to the event, I will contact the local law enforcement agencies and advise them that a helicopter will be landing at the event site—to avoid citizens concerns about low flying aircraft.



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SECTION D: CANCELLATIONS

1. **INITIALS** Although cancellations are rare, I (event sponsor or designated representative) understand that even if helicopter support is approved for your event, the support may be cancelled due to the following:
 - a. Rain, sleet, snow, haze or fog
 - b. Last minute on post missions, training requirements or overseas deployments
 - c. Cloud clearance (ceiling) less than 1,000 feet and less than 3 miles visibility
 - d. Sponsor's failure to address the pilot's safety concerns

NOTE: This is not an inclusive list. The pilot is responsible for making the final decision on whether to land at the event site.

2. **INITIALS** I understand request submitted less than 60 days from the event date are rarely approved because the division is "locked" into a 7-week "short range" training schedule.
3. **INITIALS** I understand (for one day events) the sponsor should provide a meal if the aircrew is at the event site during a normal meal period.
4. **INITIALS** I understand (for overnight events) that the sponsor, at a minimum, must provide lodging (one room per crewmember), meals, and ground transportation at no charge to Fort Campbell or the aircrew. Failure to do so will likely result in our disapproving your support request.



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SECTION E: CERTIFICATION:

I certify the information provided herein is complete and correct to the best of my knowledge and belief.

(PRINTED NAME OF THE EVENT SPONSOR)

(SIGNATURE OF EVENT SPONSOR)

(DATE SIGNED)

PLEASE EMAIL COMPLETED FORMS TO:

denise.a.shelton.civ@mail.mil
lindell.s.pleasant.mil@mail.mil
edward.warnock.mil@mail.mil

OR

MAILING ADDRESS

Public Affairs Office
Attn: Community Relations Officer
2574 23rd Street
Fort Campbell, Kentucky 42223

OR

FACSIMILE

(270) 798-6247

QUESTIONS

(270) 461-1277

This packet was updated on 11 September 2012.